

# Augusta University

## Policy Library

# Adding, Dropping, and Withdrawing from Courses for Undergraduate Students

**Policy Manager: Office of the Vice Provost**

### **POLICY STATEMENT**

Augusta University students may add or drop courses from their schedule of class without academic penalty, provided they do so by the published deadline for such actions. Thereafter, students may withdraw from courses with a designation of W according to the following Formula:  $\{[(\# \text{ of class days}) + (\text{reading and exam days})] / 2 = \text{the last day to withdraw with a grade of W. Half days are to be rounded up to full days}\}$

After the period for receipt of a W has passed students may withdraw from courses, but will receive a WF grade, except in cases of extreme hardship. In extraordinary situations, a grade of W may be awarded after the Withdrawal deadline. When the instructor/course director believes that the situation falls under the Medical or Hardship withdrawal guidelines outlined below, the course instructor/director may suggest the student contact the Office of the Dean of Students regarding a Medical or Hardship Withdrawal.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

### **DEFINITIONS**

These definitions apply to these terms as they are used in this policy:

Dropped Course: A dropped course does not appear on the academic transcript. A dropped course may occur only during the published registration and add/drop period. “Dropping” a course is to remove a course from a class schedule during the published registration and add/drop period.

Withdrawn Course: A withdrawn course will appear on the academic transcript with any of the grades or statuses listed below. A withdrawal occurs after the published add/drop period for the term has ended.

- W – Withdrawal grade. This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the published withdrawal date, except in extraordinary situations or in cases of medical, hardship, or military withdrawal as defined below.

- **Extraordinary Situation:** For the purposes of this policy a faculty member may approve a grade of W after the end of the withdrawal date only if the student initiated the withdrawal process before the end of the withdrawal period but, for administrative reasons beyond the student's control, the request was not processed before the expiration of the withdrawal period.

**Withdrawal Date Calculation:** The last day to withdraw from a class with a "W" is calculated by the following Formula:  $\{[(\# \text{ of class days}) + (\text{reading and exam days})] / 2 = \text{the last day to withdraw with a grade of W. Half days are to be rounded up to full days}\}$ .

**Withdrawal Date:** The Registrar will designate the Withdrawal Date for each semester, and it shall be posted in the university's Academic calendar.

- **WF – Withdrawal failing grade.** This symbol indicates that a student withdrew or was withdrawn after the published withdrawal deadline.
- **WH – Withdrawal hardship grade.** This symbol indicates that a student was approved to withdraw for hardship reasons.
- **WM – Withdrawal military grade.** This symbol indicates that a student who withdrew is an active-duty military personnel, military reservists (including members of the National Guard), or a commissioned officer of the United States Public Health Service Commissioned Corp (PHSCC) who received temporary duty assignment or mandatory training that would prevent the student from completing the semester.
- **Semester (Term) grad point average.** This average is computed using the total number of GPA hours and grade points earned for the semester, excluding any courses numbered 0001 -0999 that may be on the student's transcript.

**Regent's (Cumulative) grade point average:** This average is computed using the total number of GPA hours attempted at Augusta University and the total number of grade points earned at Augusta University, excluding courses numbered 0001-0999. All course attempts are used in calculating the Regents' grade point average.

**Institutional grade point average:** This average is computed (a) using the total number of GPA hours attempted at Augusta University and the total number of grade points earned at Augusta University (excluding courses numbered 0001-0999) and (b) includes only the most recent grades for courses taken more than once at Augusta University and are not repeatable for credit.

**Overall grade point average:** This average is computed (a) using the total number of Institutional GPA hours and grade points attempted at Augusta University and (b) all attempted hours and grade points from all other institutions attended.

## **PROCESS & PROCEDURES**

The Office of the Registrar's regular recording processes will be used in carrying out this policy.

### **Adding and Dropping Courses from Schedule**

Addition of courses to a student's course schedule will not be allowed after the deadline for adding courses, as set forth in the Academic Calendar without the permission of the faculty member of record. Courses may be added or dropped only by procedures established by Augusta University and available on the Registrar's web page. Students are responsible for formally adding/dropping courses. They should not attend classes without formal registration. Students should not simply stop attending a course without dropping or withdrawing from the course.

### **Withdrawal from a Course**

After the deadline published in the Academic Calendar a student who withdraws from a course will receive a grade of WF (Withdrew Failing), except in extraordinary situations or in cases of medical, hardship, or military Withdrawal. WF grades will be treated as F grades for grade point calculations.

Initiating a Withdrawal is the responsibility of the student and students are strongly advised to consult with an advisor before withdrawing from any course. The electronic Withdrawal forms can be found in the student information self-service system, [POUNCE](#). After the student has completed the Withdrawal form a notification will be sent to the primary instructor who is responsible for verifying the student's Last Day of Attendance (LDA) and submitting the Withdrawal forward for processing. Once the form is received by the Registrar with the last date of attendance it will be processed. If the instructor believes the student should consider continuing in the class, the instructor should contact the student and, if the student agrees to continue, it should be noted on the Withdrawal form that the student will continue and the LDA should not be listed on the form. The faculty member should then submit the form so that it can be placed in the student's file. The official date of Withdrawal will be the date the student notifies the Registrar's Office of their intent to withdraw by submitting the completed Withdrawal form.

A student who registers for a course and stops attending class (or never attends class) is not automatically withdrawn by the instructor and is subject to receiving a grade of W (before Withdrawal), WF, or F for the course. However, an instructor may withdraw a student for excessive absences (more than 10 percent of class time). Faculty should try to consult with the student before executing the Withdrawal form. Faculty should be aware that the act of withdrawing a student from a class can have significant financial aid consequences.

Students who have been withdrawn from a course without initiating the Withdrawal process may petition the Registrar's office for reinstatement within two business days of receiving notice of the Withdrawal. Students seeking reinstatement in a class should continue to attend the class until the petition has been officially processed. The Registrar will work with the student, the faculty member and, if needed, the department chair or program director to resolve the student's status. Faculty will allow the student to attend all class sessions and participate in all course assessments until the petition for reinstatement has been officially processed and a determination made. If a resolution cannot be reached

by the parties, the final decision in such matters will lie with the Office of the Vice Provost for Instruction or an appointed delegate.

### **Medical Withdrawals**

Students seeking to withdraw for the student's own medical reasons must apply for a medical Withdrawal using the Medical Withdrawal Petition Form available on the student life web page ([see link below](#)). A medical Withdrawal is intended for a student whose own medical condition prevents them from completing the semester. A medical Withdrawal from all classes for the semester should include written documentation from the student's healthcare provider and must include a statement that the student's medical condition prevents him/her from completing the semester. A request for a partial Withdrawal should include the specific course the student wishes to withdraw from and written documentation from the student's physician, including a clear explanation why the medical condition only affects these specific classes. Approved medical Withdrawals will require a letter of clearance from the same physician who provided the documentation for the request to show that the student is able to return to school when he/she wishes to return to school.

Students approved for a medical withdrawal will receive a grade of WA.

### **Hardship Withdrawals**

Students seeking to withdraw from classes due to hardship must apply for a hardship Withdrawal using the Hardship Withdrawal Petition Form available in the student information system. A hardship Withdrawal is intended for a student who has experienced an unexpected occurrence in their life that may require that they alter their college schedule or withdraw from all classes for the semester. A hardship Withdrawal would include an emergency, a crisis, or unavoidable circumstances that will impede the student's academic progress. Some examples may include the injury, illness, or death of an immediate family member; a fire or other personal disaster; financial hardship (loss of job by the student or the head of their household); or an employer-initiated job change. The possibility that a student will fail a course is not considered a hardship.

Once the request for a WA or MH is received, a review team of campus professionals, led by the Assistant Dean of Students will determine if the situation qualifies the student for a Medical/Hardship Withdrawal, if it does not qualify for such a Withdrawal, or if more information is needed. The Assistant Dean will then notify the student via AU student email of the outcome, and if approved, submit a request to the Registrar to have grades of WA/WH issued for all classes in the current term. If not approved, the student can still pursue an appeal to the Academic Standing Committee if there are grades of WF or F. The form needed to request a WA or WH can be found on the Student Life web page ([see link below](#)).

### **Military Withdrawal**

A military Withdrawal is available only to students who are active serving members (Active Duty and Reserve Duty Components) of the U.S. Armed Services or the United States Public Health Service Commissioned Corps (PHSCC) who receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents them from completing the term. The form is available from the

Office of the Registrar's website. Students approved for a military Withdrawal will receive a grade of WM.

### **Withdrawals for Previous Semesters**

It is preferred that students request a medical or hardship Withdrawal by the last day of classes for the semester. However, requests for Withdrawals for previous semesters will be considered. A request for a medical or hardship Withdrawal from a previous semester must include the same documentation required for the category and must include a statement as to why the request was not made during the semester.

### **Involuntary Medical Withdrawal**

An involuntary medical Withdrawal may occur when the [AU CARE Team](#) determines that it is in the best interest of the student and the University community to transition a student away from the academic environment. In these instances, when a student has chosen not to withdraw voluntarily, an involuntary Withdrawal may be implemented. [For more information see Involuntary Medical Withdrawal policy.]

### **Temporary Suspension or Modification of Withdrawal Deadlines**

In the event of a widespread emergency or other event that makes the application of posted Withdrawal dates impractical or unwise, Augusta University has the right to extend the Withdrawal date as needed. If this action is taken it must be approved by the University Provost with notification to all faculty, staff, and students.

## **REFERENCES & SUPPORTING DOCUMENTS**

[Medical Withdraw Form](#)

[Hard Withdraw Form](#)

[Medical and Hardship Withdrawal Information Page](#)

[Add/Drop and Withdrawal Form Information](#)

[POUNCE](#)

## **RELATED POLICIES**

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### **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/5/2024

President, Augusta University

Date: 6/5/2024